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RECORDS OF REGULATIONS
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TITLE 430 - STATE RECORDS ADMINISTRATOR

Chapter 7 - MICROGRAPHICS STANDARDS

001 Use of Micrographics for Short and Medium Retention Records

001.01 Applicability

001.01A This section (430 NAC 7-001) applies to the use of micrographics by state and local agencies for the reproduction and/or preservation of records with retention periods of less than fifty years, as determined by the records retention and disposition schedules approved by the State Records Administrator.

001.01B The term micrographics as used in this section (430 NAC 7-001) includes microfilm, microfiche and all other formats produced by any method of microphotography or other means of miniaturization, which are readable by use of proper magnification and illumination.

001.02 Registration of Micrographics Projects. The agency head shall register all micrographics projects with the State Records Administrator before they are begun. The registration must include, but not be limited to, the following information:

001.02A The agency name and address;

001.02B The title of the records;

001.02C The inclusive dates of the records;

001.02D The volume of the records in cubic feet;

001.02E The applicable records retention and disposition schedule item number;

001.02F A description of the physical properties of the documents;

APPROVED:
Date 4-30-84

Paul L. Douglas
Governor

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BY *[Signature]*
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001.02G The type of camera and micrographic process (e.g. silver, electrophotographic, photoplastic, etc.) to be used;

001.02H A description of the filming procedures to be used;

001.02I The type of camera films and duplicate films (e.g. silver, diazo, vesicular, etc.) to be used;

001.02J The disposition of all films and documents after filming; and

001.02K The signature of the agency head.

001.03 Requirements

001.03A The agency head shall set forth in writing the procedures governing the establishment of the micrographics system, including what agencies or service bureaus are responsible for operating and maintaining the system.

001.03B The micrographics system must be complete and must be used consistently in the regularly conducted activity of the agency.

001.03C The agency head shall establish procedures with appropriate documentation so the original document, if one does exist, can be followed through the micrographics system.

001.03D The agency head shall establish internal procedures for inspection and quality assurance.

001.03E The agency head is responsible for the effective identification, processing, storage, and preservation of the micrographic record, making it readily available for as long as the contents are required to be retained by the records retention and disposition schedules of the State Records Administrator.

001.03F The agency head shall keep a record of where, when, by whom, and on what equipment the micrographic record was produced.

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001.03G When displayed on a micrographics reader or viewer or reproduced on paper, the material must exhibit a high degree of legibility and readability. Legibility is the quality of a letter or numeral that enables the observer to identify it positively and quickly to the exclusion of all other letters or numerals. Readability is the quality of a group of letters or numerals being recognizable as words or complete numbers.

001.03H The agency head shall maintain a detailed index of all microfilmed data arranged in a manner that permits the immediate location of any particular record.

001.03I All microfilming and processing duplication, quality control, storage, identification and inspection must meet applicable industry standards as set forth by the American National Standards Institute, the Association of Information and Image Management, and this section (430 NAC 7-001).

001.03J The agency head shall have a sample of the product of the micrographics system inspected and approved by the State Records Administrator before the system is placed in regular use. If the micrographics system is substantively modified in any manner, a new sample of the product of the system must be inspected and approved by the State Records Administrator before the modified system is placed in regular use.

001.04 Disposal of Original Documents. The agency head may destroy original documents after microfilming according to this section (430 NAC 7-001), if all of the following conditions are met:

001.04A The retention period of the record is less than fifty years;

001.04B A duplicate copy of the micrographic record meeting all requirements of 430 NAC 7-001.03 is created;

001.04C The micrographic record and the duplicate copy are properly stored on separate premises; and

001.04D The destruction of the original records is not specifically prohibited by statute or by the records retention and disposition schedules approved by the State Records Administrator.

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002 Use of Micrographics for Long and Permanent Retention Records

002.01 Applicability

002.01A This section (430 NAC 7-002) applies to the use of micrographics by state and local agencies for the reproduction and/or preservation of records with retention periods of fifty years or longer, as determined by the records retention and disposition schedules approved by the State Records Administrator.

002.01B The term micrographics as used in this section (430 NAC 7-002) includes microfilm, microfiche and all other formats, produced by any method of microphotography or other means of miniaturization, which are readable by use of proper magnification and illumination.

002.02 Registration of Micrographics Projects. The agency head shall register all micrographics projects with the State Records Administrator before they are begun. The registration must include, but not be limited to, the following information:

002.02A The agency name and address;

002.02B The title of the records;

002.02C The inclusive dates of the records;

002.02D The volume of the records in cubic feet;

002.02E The applicable records retention and disposition schedule item number;

002.02F A description of the physical properties of the documents;

002.02G The type of camera to be used;

002.02H A description of the filming procedures to be used;

002.02I The type of working duplicate film (e.g. silver, vesicular, diazo, etc.) to be used;

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002.02J The disposition of all films and documents after filming; and

002.02K The signature of the agency head.

002.03 Micrographics System Procedures

002.03A The agency head shall set forth in writing the procedures governing the establishment of the micrographics system, including what agencies or service bureaus are responsible for operating the system.

002.03B The micrographics system must be complete and must be used consistently in the regularly conducted activity of the agency.

002.03C The agency head shall establish procedures with appropriate documentation so the original document, if one does exist, can be followed through the micrographics system.

002.03D The agency head shall establish internal procedures for inspection and quality assurance.

002.03E The agency head is responsible for the effective identification, processing, storage and preservation of the micrographic record, making it readily available for as long as the contents are required to be retained by the records retention and disposition schedules of the State Records Administrator.

002.03F The agency head shall keep a record of where, when, by whom, and on what equipment the micrographic record was produced.

002.03G The agency head shall maintain a detailed index of all microfilmed data arranged in a manner that permits the immediate location of any particular record.

002.04 Security Micrographics Film Specifications

002.04A The security copy of any micrographic record of documents created pursuant to this section (430 NAC 7-002) must be the original silver halide film in roll form. The security copy of computer output microfilm must be the original silver halide film in roll form or microfiche form.

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002.04B The security film of positive image documents (dark characters on a light background) must be in negative image (light characters on a dark background). The security film of negative image documents must be in positive image. The security film of computer output microfilm must be in negative image.

002.04C Security film must meet American National Standard Photography (Film) - Safety Photographic Film (ANSI PH1.25-1983) or the latest edition thereof. Security film must meet American National Standard Specifications for Photographic Film for Archival Records, Silver-Gelatin Type on Cellulose-Ester Base (ANSI PH1.28-1981), or American National Standard Specifications for Photographic Film for Archival Records, Silver-Gelatin Type on Polyester Base (ANSI PH1.41-1981), or the latest editions thereof.

002.05 Resolution Specifications

002.05A Any micrographic system for documents must be tested for resolution capability upon installation by use of a camera test chart such as the Rotary Camera Test Chart ANSI/AIIM MS112-1983 and ANSI/AIIM MS 113-1983, the Planetary Camera Test Chart AIIM MS303-1980, five ISO Test Charts No. 2, or the equivalent.

002.05B Any micrographic system for documents must produce a quality index level of not less than 5.0 for first generation microfilm as measured according to American National Standard Practice for Operational Procedures/Inspection and Quality Control of First-Generation, Silver Gelatin Microfilm of Documents ANSI/AIIM MS23-1983, or the latest edition thereof. In applying this standard a lowercase letter "e" height of 1.4 millimeters or less must be used.

002.05C When reading the camera test chart, all pattern groups on the chart must be read. The smallest line pattern (highest numerical designation) in which both horizontal and vertical line direction is clearly discernible is the resolving power of that pattern group. The lowest numerical resolving power of all the pattern groups on the camera test chart is the resolving power of the micrographic system.

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002.05D When reading the camera test chart, the film must be processed to the density standards of this section (430 NAC 7-002).

002.05E Any computer output microfilm system must produce a quality index of not less than 5.0 for first generation microfilm as measured according to American National Standard Practice for Operational Practices/Inspection and Quality Control for Alpha numeric Computer-Output Microforms ANSI/AIIM MS1-1981, or the latest edition thereof.

002.06 Density Specifications

002.06A Background density in first generation negative microfilm of documents must be maintained as nearly as practical in the range of 0.80 to 1.10. No density over 1.30 or under 0.60 is allowed.

002.06B If a density in first generation negative microfilm of documents occurs in the ranges 0.60-0.79 or 1.11-1.30, the agency head shall determine by visual inspection that all such images satisfactorily reproduce all required record information.

002.06C Background density in first generation computer output microfilm must be 1.50 or greater.

002.06D The density of microfilm in a clear area (base plus fog density or Dmin) must not be greater than 0.10.

002.07 Reduction Ratio Specifications

002.07A A reduction ratio for microfilm of documents of 24 to 1 or less is preferred.

002.07B A reduction ratio for microfilm of documents of greater than 24 to 1 may be used only if the micrographic system can maintain the required quality index at the higher reduction.

002.07C Computer output microfilm must be at a reduction ratio of 48 to 1 or 24 to 1.

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002.08 Preparation and Arrangement of Documents

002.08A Documents must be prepared and repaired before microfilming so that no required information is obscured.

002.08B Documents must be microfilmed in the arrangement which allows the quickest and simplest retrieval.

002.09 Identification and Documentation of Microfilm of Documents

002.09A The following targets must appear at the start of each roll of microfilm:

002.09A1 BLANK SHEET OF PAPER. A blank sheet of white bond paper must be filmed at the beginning of the roll.

002.09A2 START OF ROLL. A target labeled START must be filmed at the beginning of the roll. Letters must be large enough to be readable on the finished film without magnification.

002.09A3 ROLL NUMBER. A target identifying the unique number of the microfilm roll must be filmed. Numbers must be large enough to be readable on the finished film without magnification.

002.09A4 TITLE OF RECORDS. A target identifying the name of the agency, the title of the records series, the inclusive dates of the records series, and the arrangement must be filmed.

002.09A5 CAMERA OPERATOR'S CERTIFICATE. A certificate must be filmed which identifies the microfilm roll number, the micrographics project number, the camera reduction ratio, a brief description of the records to be filmed on this roll, the starting point of the records on this roll, the name of the camera operator, and such other information as may be useful to film users.

002.09B The following targets must appear in the body of the microfilm roll:

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002.09B1 DESCRIPTIVE TARGETS. Descriptive targets must be filmed whenever they would simplify the use of the micrographic record.

002.09B2 INFORMATIONAL TARGETS. Informational targets must be filmed to indicate missing documents, blank pages, illegible original documents, misnumbered pages, corrections or other deviations from the standard filming procedure.

002.09C The following targets must appear at the end of the microfilm roll:

002.09C1 CAMERA OPERATOR'S CERTIFICATE. The certificate must be refilmed when completed by identifying the ending point of the records filmed on this roll and the date filming of this roll was finished.

002.09C2 CERTIFICATE OF AUTHENTICITY. A certificate must be filmed which indicates that the microphotographs appearing on the film are true and accurate reproductions of the original records produced in the regularly conducted activity of the agency; that the records are microfilmed in conformity with the Rules and Regulations of the State Records Administrator and the statutes governing them; that the micrographic process accurately reproduces the records; and that the film forms a durable medium for reproducing the original, if necessary. The certificate must be signed by the agency head or the head of the agency responsible for filming, and it must include the official seal of the agency if there is one.

002.09C3 END OF ROLL A target labeled END must be filmed at the end of the roll. Letters must be large enough to be readable on the finished film without magnification.

002.10 Identification of Computer Output Microfilm. Computer output microfilm must contain the following identifying information:

002.10A Fiche Number;

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002.10B Date;

002.10C Agency name;

002.10D Title of Record;

002.10E Other information useful to the user.

002.11 Inspection of Micrographic Records. Microfilm must be inspected image by image to ensure completeness, adequacy and accuracy of documentation, legibility, correct arrangement, conformity with standards, and that there were no camera or processing defects.

002.12 Refilming of Defective or Missing Documents

002.12A When inspection of the microfilm reveals that some documents were defective or missing, those documents must be refilmed.

002.12B Refilming may be done at the beginning or end of a later film roll, but must not be done in the body of that film roll.

002.12C Documentation of refilming must, as far as applicable, be the same as the documentation of the original film roll, and must include a start of retake target; the camera operator's certificate from the original film roll; a retake certificate which identifies the original film roll, the material to be retaken, the reason for retaking, and the camera operator; a certificate of authenticity; and an end of retake target.

002.12D Refilmed documents may remain on the roll on which they were filmed or may be spliced to the end of the original film roll, but in no case may they be spliced in the body of the original film roll.

002.12E Refilmed documents must be properly indexed in sufficient detail to enable them to be found.

002.12F Refilmed documents must be inspected in the same manner as the original film roll.

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002.13 Labels for Cartons of Microfilm of Documents. The micro-film carton label must contain:

002.13A Roll number;

002.13B Record title, government subdivision, and agency name;

002.13C Identification of roll contents and dates;

002.13D Reduction ratio;

002.13E Identification of the film as security film or as a working duplicate;

002.13F Micrographics project number.

002.14 Evaluation of Micrographic Records

002.14A The agency head shall have a sample of the product of the micrographics system inspected and approved by the State Records Administrator before the system is placed in regular use. The State Records Administrator may reinspect the micrographics system as necessary to insure compliance with this section (430 NAC 7-002). If the micrographics system is substantively modified in any manner, a new sample of the product of the system must be inspected and approved by the State Records Administrator before the modified system is placed in use.

002.14B Evaluation by the State Records Administrator of a sample of the product of the micrographics system will not substitute for the agency inspection specified in 430 NAC 7-002.11.

002.15 Integrity and Use of Security Micrographic Film

002.15A Security microfilm of documents must be in roll form and must have no breaks, cuts or splices in the body of the film, which is the area following the START target and preceding the END target.

002.15B Security micrographic film must not be used for reference purposes, but may be used only to produce work or reference copies of the film.

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002.15C Security micrographic film must not be written on by any type of marking or writing instrument.

002.16 Storage of Security Micrographic Film

002.16A Security micrographic film must be stored in compliance with American National Standard Photography (film) - Storage of Processed Safety Film ANSI PH1.43-1983, for archival (permanent) storage, or the latest edition thereof.

002.16B Security micrographic film must not be stored on the same premises as the original records or the working copies of the film.

002.16C The agency head shall inspect or have inspected all security micrographic film by sampling once a year for any image, base, or container degradation.

002.17 Disposal of Original Documents. The agency head may destroy original documents after microfilming according to this section (430 NAC 7-002), if all the following conditions are met:

002.17A A duplicate copy of the micrographic record is created;

002.17B The security micrographic record is stored according to 430 NAC 7-002.16; and

002.17C The destruction of the original records is not specifically prohibited by statute or by the records retention and disposition schedules approved by the State Records Administrator.

002.18 Reference or Working Duplicates of Microfilm. The agency head may use internal reference or working copies of microfilm generated in accordance with this section (430 NAC 7-002) in any photographic form that provides the necessary information.

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